

**Revenues**

Chris Gibbs, Assistant Director Revenues and Benefits  
 Birmingham City Council  
 Council Tax  
 PO Box 5  
 Birmingham  
 B4 7AB

**Charity Reg Number**

Account No	Property Ref	Date / Initials

Dear Sir,

This form constitutes an application under The Council Tax (Exempt Dwellings) Order 1992 S.I 1992/558 (as amended).

***Class B - an unoccupied property owned by a charity is exempt for up to six months from the last day it was occupied, providing when last occupied, it was for the purposes of the charity's objectives and for at least six weeks.***

Please read the declaration below then complete and sign the form, returning it to the above address or email a copy to [counciltax@birmingham.gov.uk](mailto:counciltax@birmingham.gov.uk)

**Property Details (please continue on a separate sheet if necessary)**

Property Address	Empty from Date	Empty to Date	Company's registered address (enter once unless differs per property)	Is the property Furnished or Unfurnished

**DECLARATION:**

**I declare that the information given above is correct to the best of my knowledge. I understand that it is a criminal offence to receive discount/ exemption to which I am not entitled and I also understand that it is an offence to give false information.**

<b>Signature:</b>		<b>Date:</b>	
<b>Full Name:</b>		<b>Tel No:</b>	<b>Day:</b>
<b>Email Address</b>			<b>Eve:</b>